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**BID WAIVER INFORMATION FORM  
TO ACCOMPANY LEGISLATION  
(LIMIT YOUR RESPONSE TO THIS SHEET)**

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**1. Reasons for waiving City Code bid procedure:**

- emergency breakdown causing unplanned need
  - item to be purchased is of a perishable nature
  - need to extend an existing contract
  - there is not enough time to obtain formal bids to satisfy need
  - non-price error on either the bidder's or the City's part in the bid proposal
  - a new law or regulation requires immediate compliance
  - other \_\_\_\_\_
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**2. Detailed explanation of reason (must be completed by division):**

The WIC grant stipulates that the Columbus Health Department will enter into a contract with Children's Hospital.

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**3. Informal procedure used:**

- telephone quotations
  - written quotations
  - negotiations
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**4. Informal bids received and prices for each:**

N/A

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**5. If lowest bid was not accepted, explain criteria for award:**

N/A

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**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(authorized signature)

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